



Committee: Public Events and Celebrations

Date: Tuesday, January 20, 2015

Time: 7:00 PM

Location: Police Station - Tewksbury

Members & Staff present: Cheryl Gay (Chairperson), David Gay, MaryKate Little, Lynne DeCost and Elaine Krauss, Erin Knyff

Members not present: Susan Boucher

Requested Attendee: Patrick Holland and Mark Kratman of the Patriotic Committee and Officer Jennie Welch – Tewksbury Police Safety Officer

The meeting was called to order at: 7:03 PM

- Meeting Minutes from the November 20, 2014 meeting will be reviewed and approved 17 February 2015.

Lessons Learned – Christmas tree Lighting Event 7 December 2014

- Sixteen (16) Volunteers – No Shows
- Rave reviews from parents and attendees regarding the parking this year – new flow went well
- Safety Officer Jenny Welch suggested better coordination with teachers regarding drop off of children singing in the choir
- Safety Officer Jenny also suggested that if the event runs more than an hour the committee should consider a detail

Motion Made – Committee member David Gay Motioned to move the tree lighting back to the Town Hall effective 2015. Motion was second by Elaine Krauss and passed by all members present

Guests:

Sons of Italy Members attended meeting to discuss the combination of the Italian Feast and The Fall Harvest Festival into a two day weekend event. The Public Events Committee Members and The Patriotic Committee Members clarified the distinction between the two committees and their individual missions as profit and non-profit committees. It was decided that the combination of the events would prove to be too costly in police details, manpower as in DPW and resources.

Fall Harvest Festival 2015

Location Livingston Recreation Center, Livingston Street, Tewksbury, MA - Sunday September 14th –.

PEC Members – Discussed the following:

- Stricter guidelines for TJ Callahan's patrons – additional signage will be required regarding no children in the pit area. Committee to invite owner Dawn Callahan from TJ Callahan's to next meeting
- The expansion of vendors and rides
- Better Organization and advertising of cookie baking contest and pie eating contest
- Purchase characters instead of borrowing from Dance Expressions
- Dirt lot to be set aside for Handicapped parking
- Tents, additional tables and chairs
- Lynne DeCost to reach out to additional craft vendors
- Advertising – posts to FB

- A shuttle bus will be available for event, final details and confirmation still TBD
- DJ Ram Jam has been secured
- Parking behind Teen Center for Committee members and vendors
- Requested Pat Holland make sign boards for committee members to paint for event
- Early registration for Cornhole per John Spinelli
- Save the date cards to be sent sometime in March
- Event Time – noon to five
- Letters to vendors will be sent around 15 June 2015

Suggestions from Safety Officer Welch:

- Ensure food vendors are certified prior to event
- Cornhole early registration will require shuttle bus to run earlier

Suggestions from Pat Holland Patriotic Committee:

- Contact local Knights of Columbus, Rotary, Rod and Gun as well as other local organizations for volunteers

Other Items –

- The Patriotic Committee has requested advertising and promotional assistance from the Public Events Committee for a fundraiser event to be held 27 February 2015.
- Location The Tewksbury Country Club
- Tickets \$20 each
- Time 7pm to 11pm
- Public Events Committee Members to distribute and post flyer for event on FB
- Patriotic Committee looking for donations and raffle prizes

New Business:

- The Patriot Committee has donated a float for the Public Events Committee for advertisement in the Memorial Day Parade
- Possible Summertime Movie Night, location TBD
- Bring back Concert/Music Night, location TBD

Action Items

- Mark Kratman to send Cheryl jpg of flyer for fundraiser for committee members to post
- Chair Cheryl Gay to bring All About Fun brochure to next meeting for selection of additional rides

Upcoming Meeting Schedule

17 February 2015 – 7:00 p.m. – Tewksbury Police Station

Meeting adjourned @ 8:36 p.m.

Motion made to adjourn by David Gay; second by Erin Knyff passed by all.

List of Documents and Other Exhibits used at Meeting:

Agenda

Documents and Other Exhibits used at meeting will be available for review at:

_____ (Office)

Next meeting:

Date: Tuesday, February 17, 2015 -

*Please see aforementioned Upcoming Meeting Schedule

Time: 7:00 PM

Place: Tewksbury Police Station

Respectfully submitted,

Chairman: Cheryl Gay

Minutes approved by Committee on: 17 March 2015
(Date)